



## M.O.E. Policy Manual

<b>POLICY TITLE</b> GUIDELINES AND PROCEDURES FOR RESEARCH AND TECHNOLOGY BRANCH ADMINISTERED PROJECTS	<b>NO.</b> 16-05-01				
<u>Legislative Authority</u>  N/A					
<u>Statement of Principles</u>  This policy statement summarizes the methods used by the Ministry to select, approve, and administer projects supported by the Research Advisory Committee.  <table border="0"><tr><td data-bbox="261 827 657 863">1. <u>Objectives Of Program</u></td><td data-bbox="756 827 1404 978">To facilitate through well defined research projects the solution of significant or urgent problems related to the environment and related human health effects and protection.</td></tr><tr><td data-bbox="261 1033 594 1096">2. <u>Kinds of Projects Supported</u></td><td data-bbox="756 1033 1433 1365">Financial support will primarily be directed towards investigating problems associated with the natural environment and human health protection.  Other practical and cost effective projects may be considered. These include:  (a) providing a mechanism to reduce an environmental risk factor where public health is potentially in peril.</td></tr></table>		1. <u>Objectives Of Program</u>	To facilitate through well defined research projects the solution of significant or urgent problems related to the environment and related human health effects and protection.	2. <u>Kinds of Projects Supported</u>	Financial support will primarily be directed towards investigating problems associated with the natural environment and human health protection.  Other practical and cost effective projects may be considered. These include:  (a) providing a mechanism to reduce an environmental risk factor where public health is potentially in peril.
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<u>Point of Contact</u> Director, Research and Technology Branch					
<u>Effective Date</u>  May 11, 1987					

- (b) contributing to the development of environmental standards or criteria;
- (c) demonstration of new and innovative techniques that can lead to the solution of environmental or health protection problems.

### 3. Selection Requirements

Projects must meet the following criteria to be approved:

#### 3.1 Authorized Criteria for Approval

Projects/Programs should be

- specifically defined in terms of objectives;
- for a fixed term (normally a maximum of three years);
- high technical quality with good likelihood of success;

#### 3.2 Eligibility and Internal Criteria for Selection and Management

(a) Public and professional communities, and firms should have equal and sufficient opportunity for application;

(b) Project review procedures will ensure:

- equal consideration of unsolicited proposals from the research community, or proposals solicited by the Ministry itself;
- involvement of appropriate members of the research (or related professional) community in the assessment process;

(c) Adequate project management procedures will ensure:

- project monitoring processes;
- results evaluation and reporting;
- interested public and private sector groups may benefit from the results of funded projects.

3.3 Management Board  
Criteria for  
Approval

The planning, acquisition and management of research and development services shall conform to the requirements of the current directive on Research and Development Services in the Management Board of Cabinet Directives and Guidelines (2-4).

3.4 Projects to be  
Performed  
Externally

Projects will be carried out by organizations external to MOE unless a clearly defined benefit can be demonstrated for in-house work, and approval by Management Board is secured. A project may also be carried out internally under a post-doctoral fellowship.

3.5 MOE Priorities

MOE will identify research needs, areas of interest, and will set priorities. MOE may call for proposals related to these priorities; however, solicited and unsolicited proposals will be given equal consideration.

3.6 Liaison with other  
Agencies

MOE will maintain contact with other Ministries and Federal Departments to exchange information, develop joint projects, and avoid duplication.

4. Administration and  
Approvals

Administration and recommendation for approval responsibilities will be exercised by the Ministry's Research Advisory Committee (RAC) through the Research and Technology Branch. Final approval of RAC recommended proposals is the responsibility of the Executive Director, Corporate Resources Division.

4.1 RAC Objectives

The RAC is responsible for:

- (a) co-ordination and planning of the Ministry's research program; and
- (b) administration of supported projects by applying selection criteria, arranging peer review of proposal, and making recommendations to the Division Head for funding.

#### 4.2 RAC Membership

##### Members of the RAC:

- (a) a representative, generally at the director level, from each of the following - Air Resources Branch; Water Resources Branch; Waste Management Branch; Laboratory Services Branch; Approvals Branch; Policy and Planning Branch; Approvals and Engineering Division; Hazardous Contaminants Branch; Research and Technology Branch;
- (b) two representatives from the Regional Operations Division;
- (c) two representatives from the Intergovernmental Relations and Strategic Projects Division;
- (d) Ex Officio member(s) from other agencies involved in the support of environmental and health protection research, as recommended by RAC, and approved by the Division Head;
- (e) a representative from Environment Canada.

#### 4.3 RAC Review Coordinators

The RAC will appoint review coordinators for each research area to assist with identifying research priorities, reviewing proposals, recommending projects for approval, and providing assistance in administering the research program.

Recommended projects will be reviewed by the Executive Director, Corporate Resources Division for final approval.

#### 4.4 Project Control And Reporting

Liaison Officers will be appointed for each project to perform monitoring and control activities.

Investigators will provide regular progress reports and a final report for each project, in accordance with a formal, signed contract.

#### 4.5 Records

The RAC will maintain records suitable for audit purposes for each project.

5. Project Review and Assessment

Each project will be assessed by intensive review of the liaison officer's reports, the project investigator's interim reports, and by subjecting the final report to scrutiny by a peer committee as required. A review process will be applied before recommendations for successive years funding are made by the RAC.

6. Utilization and Implementation of Results

The RAC will be responsible for the following activities:

- (a) appropriate publication of results;
- (b) facilitation of access to outputs or benefits of research by interested public and private groups;
- (c) drafting recommendations with the relevant Ministry branches and regions for future MOE action;
- (d) encouraging the utilization of research results and application of developed technologies towards the solution of environmental problems.